

**Kansas Department of Health and Environment  
Board of Adult Care Home Administrators  
Meeting of March 9, 2012**

The Board of Adult Care Home Administrators met Friday, March 9, 2012 at 1:00 p.m. in Classroom D of the Kansas National Education Association Building, 715 SW 10<sup>th</sup>, Topeka, Kansas.

<u>Members Present</u>	<u>Staff Present</u>	<u>Others Present</u>
Lesia Henry	Steve Irwin	Phyllis Kelly, KACE
Amy Hoch Altwegg	Brenda Kroll	Daniel Hames, KACE AIT
William Boldridge	Sarah Fertig	Jamie Varner, KACE AIT
K.J. Langlais		Treva Greaser, KACE AIT
Wanda Bonnel		Rebecca Wilson, KACE AIT
		Joey Henderson, KACE AIT
		Todd Schlosser, KACE AIT
		Kim Halbert, KACE
		Christi Underwood with
		Sterling House at Derby
		Dana Weaver, LeadingAge Kansas
		Linda MowBray, KHCA
		Marje Cochran, Deseret, Onaga

1. Call Meeting to Order  
Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:05 p.m.
2. Minutes of Meeting 12/09/2011  
Chair Hoch Altwegg called for comments/corrections to the minutes of the December 9, 2011 meeting of the Board of Adult Care Home Administrators.

ACTION: K. J. Langlais moved the minutes of the 09/09/2011 meeting of BACHA be approved as presented. The motion was seconded by Lesia Henry and carried.
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3. Hearing Update  
Sarah Fertig provided an update for the Hearing concerning a licensee who had been issued an Emergency Suspension Order by the CIC in 2011. The respondent requested a Hearing which stayed the suspension. The Hearing was conducted prior to the BACHA meeting this morning and heard by the BACHA Hearing Panel: K.J. Langlais, Wanda Bonnel and Lesia Henry. The respondent provided testimony as did a Kansas Department on Aging Surveyor. The Hearing panel deliberated in Executive Session. The Panel's order will be completed within thirty days.
4. HOC Staffing – Governor's ERO  
Steve Irwin provided an update about ERO #41 which will move most of Health

Occupations Credentialing (HOC) to the Kansas Department on Aging which will be called the Kansas Department for Aging and Disability Services (KDADS). If the legislature takes no action by April 6, 2012 the ERO will become effective July 1, 2012.. Steve noted that HOC lost 40% of their staff in October due to the retirement incentive program. Positions vacant due to retirements will not be filled.

5. **Reports**

**A. NAB Test Results**

Brenda Kroll summarized the NAB Test Results report for the fourth quarter of 2011.. The passing rate was 57.14% which Ms. Kroll noted was a drop from the third quarter. A total of 28 candidates tested with 16 of those passing. Of the 16 that passed a total of 11 passed on the first attempt, four passed on their second attempt and one candidate passed on the sixth attempt. This was the first time anyone passed the exam after a fourth attempt.

In reviewing the passing percentages by year Ms. Kroll noted that the overall pass rate of 63% was the highest rate since 2006. In addition, 2011 saw a total of 86 candidates which was the highest number of test takers in ten years.

**B. Temporary License Report**

Ms. Kroll summarized the Temporary License Report for the time period July 1, 2011 through February 29, 2012 noting that of the five active temporary licensees all five are completing their AIT experience although one is a reciprocal candidate who is required to complete the AIT experience.

6. **NAB Candidates Requesting Exceptions Allowing Testing More than 12 Mos after Completing AIT.**

**A. Candidate who completed AIT in 2004**

The Board reviewed and discussed the request from a candidate who has submitted an application for licensure in January 2012, has a college transcript on file as well as two letters of reference and verification of their AIT completion from 2004. The request included a letter from the candidate and a letter from KSU Center on Aging explaining how the candidate has maintained experience in the long term care area.

**B. Candidate who completed AIT in 2006**

The Board reviewed and discussed the request from a candidate who previously held temporary licensure and has completed the Operator course. A transcript is on file as is verification of completion of the AIT from July 2006.

**C. Candidate who completed AIT in 2010**

The Board reviewed and discussed the request from a candidate who submitted a license application in February, 2012, has a college transcript on file as well as two letters of reference and verification of their AIT completion from August, 2010.

ACTION: Wanda Bonnel moved the Board approve the three requests to test requiring that the NAB test must be taken within 90 days of the Board's decision. The motion was seconded by K. J. Langlais and carried.
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7. **ANE Investigation & Reporting Process Recommended Guidelines Document**

Ms. Kroll provided copies of the document for review and discussion. The document was created by the Special Task Force on Licensure Standards, Disciplinary Actions in 1997.

The Governor's Reorganization Order moves the KDHE HOC program and some SRS programs to the agency that will be named Kansas Department for Aging and Disability Services. The Guidelines document references Kansas Department of Health and Environment as well as the SRS Adult Protective Services.

The Board will hold this discussion until after the Governor's Reorganization Order becomes effective July 1, 2012 so references to KDHE, SRS, etc. can be corrected with the appropriate agency names.

8. **Proposal for Possible Credit for Certain Experience toward 480 hr AIT**

This is a carry over item from the December 9, 2011 meeting. A sub-committee meeting will be scheduled soon to include BACHA members K.J. Langlais and Chair Hoch. Altwegg. Invitations will be made to the professional associations, interested parties and AIT sponsors.

9. **Letters of Exemplary Performance and Zero Deficiency Letters**

Letters were not available for the meeting. Once obtained, they will be read into the record and the next BACHA meeting in June, 2012.

10. **Other Business**

**Legislative Update – House Bill 2471**

Copies of HB 2471 were provided to the Board. HB 2471 codifies what has been informally practiced in regard to the make up of the Board. For the three licensed adult care home administrator members: One shall be a representative of the not-for-profit adult care home industry with LeadingAge Kansas submitting nominations, one shall be a representative of the for-profit adult care home industry with KHCA submitting nominations and one shall be a representative of the professional association for the adult care home industry with the Kansas Adult Care Executives Association submitting nominations.

In addition, a provision was added stating that no members shall have had any published disciplinary action taken by the BACHA.

11. **Public Comment**

◆Phyllis Kelly, KACE introduced eight AIT students who were present at the Board meeting as a part of the KACE AIT Program "Day in Topeka." Ms. Kelly also reported a 85% NAB pass rate for KACE AIT students.

**Adjourn**

The meeting adjourned at 3:05 p.m.